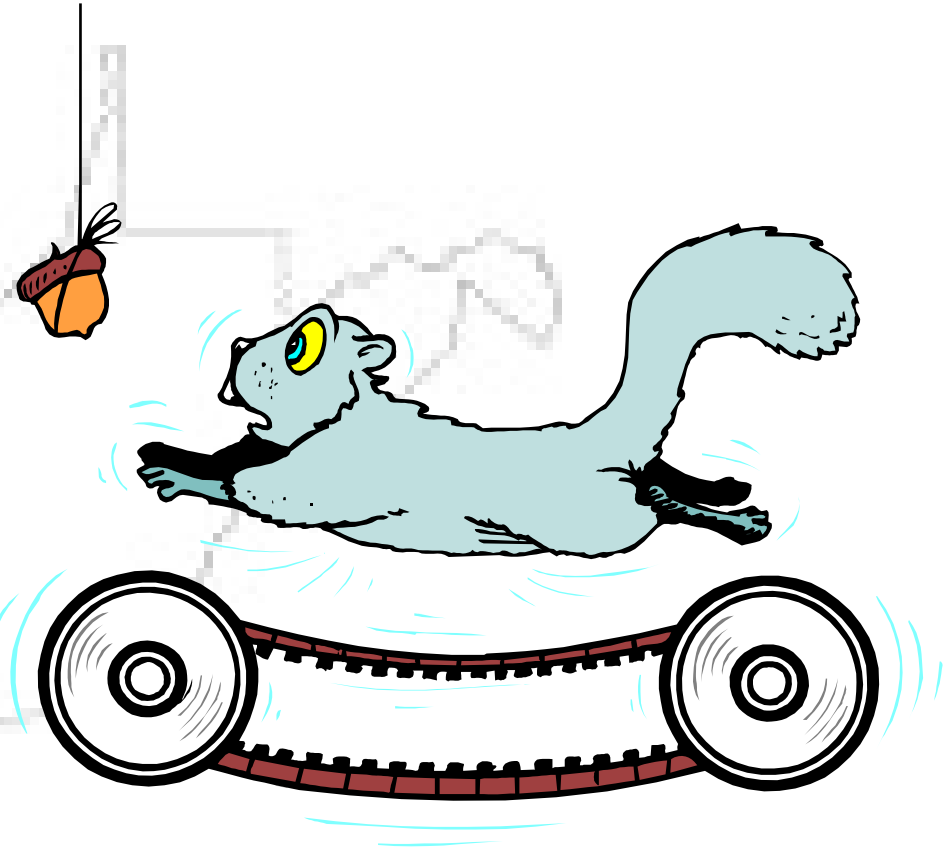
Incentive Awards

WV Supplement TPR 451

INCENTIVES – PURPOSES OVERVIEW

- Motivate
- Increase efficiency, productivity & creativity
- Recognize/reward performance & contributions



MONETARY AWARDS

Quality Step Increase (QSI):

- Accomplished on NGB Form 32
- **General Schedule (GS) only**
- 12 months of outstanding performance is required
- You must expect

MONETARY AWARDS

- ***Quality Step Increase (QSI):***
- Fill out NGB Form 32 and submit to HRO within 90 days of the end of appraisal period.
  - App period ends Sept 30th. NGB 32 must be turned in NLT end of December
  - Must have narrative justification describing the technicians outstanding performance and special achievements
  - Justification must state that performance is likely to continue
  - Technicians current appraisal must be attached

MONETARY AWARDS

Quality Step Increase (QSI):

- Not appropriate when a technician has
  - Received a promotion or temp promotion within last 6 months
  - Based in whole or in part of a specific act

MONETARY AWARDS

Sustained Superior Performance (SSP):

- Accomplished through NGB Form 32
- Exceeds position's requirements
- Outstanding on current appraisal
- Performance maintained at least 6 months in the same job and grade level
- Can only get once in a two year period
- Amount will not exceed 10% of base salary of technician

MONETARY AWARDS

Sustained Superior Performance (SSP):

- NGB 32's must be dated for submission within 30 calendar days of recognition period
  - Must include a narrative justification describing the technicians outstanding performance and special achievements.
- A current appraisal will be used as further justification of the award but cannot be more then 120 days old

MONETARY AWARDS

Sustained Superior Performance (SSP):

- Not appropriate when a technician has
  - Received a promotion, temp promotion, or QSI within last 6 months

MONETARY AWARDS

Special Act or Service Award:

- Permanent, Indef, or Temp Tech's employed over 90 days
- Awarded for heroism
- Awarded for one-time act or service
- Awarded for Scientific achievement
- Must contribute to the efficiency, economy, or other improvement of the Gov't or is in the public interest

MONETARY AWARDS

Special Act or Service Award:

- Accomplished through NGB Form 32 with written justification
- Nominations must be submitted within 20 calendar days after the special act or service
- Cannot exceed 10% of base salary

MONETARY AWARDS

On-The-Spot Award:

- One Time, Short-term efforts that result in service of an exceptionally high quality or quantity
- For permanent, indef, and temp tech's with appointments over 90 days
- Maximum amount $250.00
- In addition to On-the-spot award, can be considered for other award types
- Technician can receive 4 per leave year
- Should Not be based on Temp Promotion

MONETARY AWARDS

On-The-Spot Award:

- Accomplished through NGB Form 32
- Must include short narrative as justification

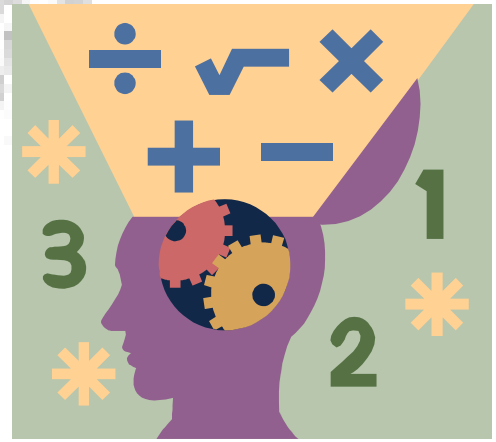
MONETARY AWARDS

Suggestion Awards:

- Accomplished through NGB Form 6 or AF IMT 1000

The suggestor must…

- State specific area(s) for improvement
- State the potential workable solution
- Cite benefits that can be expected



MONETARY AWARDS

Inventions:

$100 in addition to any award under Suggestion or Special Achievement

- $300 upon award of patent categories
- Can be thousands of $$$$ when tangible
- Not approved by HRO

NON-MONETARY AWARDS

Time-Off Award:

- Recognition of superior accomplishments or other personal effort that contributed to the quality, efficiency, or economy of Gov't operations
- Up to 40 hrs per contribution; no more than 80 hrs in 1 leave year
- Applies to permanent, indef, and temp w/ appt over 90 days

NON-MONETARY AWARDS

Time-Off Award:

- Accomplished through NGB 32
- Provide a short narrative defining basis for award
- Does not convert to cash
- Must be used within one year after award is made

NON-MONETARY AWARD

Length of Service Award:

- Awarded to NGB Technicians and other Government employees for distinguished service
- Eligible after **10** years of service

NON-MONETARY AWARDS

Honorary Awards:

- Presidents Award for Distinguished Federal Civilian Service
- Department of Defense Distinguished Service Award
- Decoration for Exceptional Civilian Service
- Meritorious Civilian Service Award
- Presidential Recognition Program
- Certificates of Achievement
- Letters of Appreciation or Commendation

PAYMENT OF AWARDS

- Monetary awards will be paid from State Federal Funds and processed on a SF 50
- Paid as early as possible after approval
- Responsibility remains with organization for funding
- Considered a financial obligation
- Taxable Income

SUPERVISORY RESPONSIBILITIES

- Match type of recognition to situation
- Ensure timely submission of documentation
- Exercise care in considering recognition

Questions